

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE MEETING  
June 1<sup>st</sup> 2021  
4:45 P.M. – 6:45P.M.  
Virtual Teams Meeting  
+1 425-616-3920 Conference ID: 195 105 506#

Roll Call  
Adoption of Meeting Agenda for June 1<sup>st</sup>, 2021  
Acceptance of Minutes for May 4<sup>th</sup>, 2021

Park Board/Tree Committee Member Reports	15 minutes
Parks Director	5 minutes
Council Liaison Report	5 minutes
Citizen Comments	5 minutes
Tree Committee Staff Reports	10 minutes

*(Questions only) Board members are encouraged to read the reports in advance of the meeting and submit questions via email to Kimberly Shelton at [kshelton@everettwa.gov](mailto:kshelton@everettwa.gov) before May 28<sup>th</sup>.*

DISCUSSION

Van Valey	10 minutes
Clark Park Gazebo	10 minutes
PROS Plan Community Engagement Update	5 minutes
Doyle Playground	5 minutes
Doyle Trees	5 minutes
Howarth Playground	5 minutes
General RFP Update	10 minutes

INFORMATIONAL

Public Meetings	5 minutes
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Madison-Morgan Park-Park update  
Virtual Meeting scheduled for Thursday, June 3<sup>rd</sup> from 5:00P.M - 6:00P.M.

Pack it in, Pack it Out Public Meeting  
Virtual Meeting scheduled for Monday, June 7<sup>th</sup> from 4:30P.M. – 6:00P.M.

Colby Tree Meeting  
Virtual Meeting scheduled for Monday, July 12<sup>th</sup> from 4:30P.M.- 6:00P.M.

Thornton A. Sullivan Playground  
Virtual Meeting – Time and Date TBD

Project Updates – Chris Lark	10 minutes
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New Business

Adjourn

Next Meeting TBD Virtual Teams Meeting
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MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE

May 4<sup>th</sup>, 2021

4:45P.M.-6:45P.M.

Virtual Teams Meeting

1 -425-616-3920

Conference ID: 195 105 506#

This meeting was called to order at 4:50P.M

**Board Members Present:** Pamela Gerla, Chair, Tom Norcott, Vice Chair, Michael Yates, Linda War Bonnet, Katrina Lindahl, Laura McMurray

**Board Members Absent:** Sergiy Rhyzonkov

**Council Liaison:** Scott Bader

**Staff Present:** Bob Leonard, Parks and Facilities Director, Kimberly Shelton, Assistant Parks Director, Chris Lark, Capital Projects Coordinator, Paul Crane, Public Works Environmental Permit Coord, Emily Young, Administrative Coordinator

**Guests Present:** Cindy Dirksen, Tina Hokanson, Mariane Robinson

**Review and Acceptance of Minutes:** Motion/Second/Approved **(m/s/a)** unanimously to accept the minutes from April 6<sup>th</sup>, 2021.

**Acceptance of Meeting Agenda:** Motion/Second/Approved **(m/s/a)** unanimously to accept the agenda for May 4<sup>th</sup>, 2021.

**Member Reports:**

Linda War Bonnet shared that she has distributed the Park survey to several community members and organizations. She explained that the survey was well received. Michael Yates inquired about a concise name for the Silver Lake Area. He explained that there are currently several names referenced when discussing this area and that there is a sign off 19<sup>th</sup> Street that reads "Silver Lake Park". A photo of this sign was posted in the meeting chat. Administration will look into the removal of this sign as "Silver Lake Park" is not a true park name. Michael also shared that the Bayside Pea Patch had a large plant sale and someone purchased a giant Chestnut tree for Clark Park. He commented on a tree canopy email which he sent out to Board members for review. Michael will be moving out of the Country in July and will need to end his Board term. Tom reported that he visited Silver Lake, Mukilteo Waterfront, Boxcar, North Marina, Lowell, Harborview, and Howarth Park. He shared that the Golf Courses are in good shape. He believes that park patrons are packing out their own trash and that the parks appear clean. He said that most parks appear safe, but he has noticed some homeless activity at Lowell Park. Tom is excited to have Bob Hillman, Capital Projects Coordinator, at an upcoming neighborhood meeting regarding the proposed plans at Howarth Park. Pamela shared that she was pleased to see the twigs and debris cleaned up at Legion Park.

**Parks and Facilities Director Report: Bob Leonard**

Bob discussed two emails which were distributed to the Board from Tina Hokanson. He also shared three upcoming opportunities for community members to participate in the future planning parks: May 15<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>. Kimberly commented on the decision to move Sorticulture to the Downtown Everett area.

**Council Liaison Report: Scott Bader**

Council Liaison Bader commented on the American Recovery Act and the funding that will be allocated to the City. He commented that we want to be good stewards of these funds and use this money to

restore programs that the City cannot sustain alone. As more is known, there will be opportunities for the various Boards and Commissions to weigh-in on how they believe these dollars should be spent.

#### **Citizen Comments:**

Tina Hokanson, Madison-Morgan area resident, shared her opinion on the aesthetic beauty and health benefits of trees. She is interested in understanding which groups work with trees amidst development. She shared that the Rethink Everett program inferred that climate change is an issue when she believes it needs to be directly named. She would like to review the Tree Policy to understand how Public Works, Planning, and Parks are coordinating the City's tree efforts. Bob stated that the Tree Policy will be included in the Urban Forest Tree Canopy section of the PROS plan which is in progress at this time. More specifically, an accurate count of City trees, an updated Tree Ordinance, and a tree canopy survey will be created. Paul Crane commented that Public Works is working with limited staffing due to the Pandemic and therefore, they are currently addressing hazard trees only. Public Works hopes to return to full service in the future. Tina requested that a tree be planted at Morgan-Madison which she offered to pay for. She believes the community may want to fund planting if there was a way to do so. She is concerned about some trees which have been "chopped up" and shared a photograph with Board members of a tree which was limbed and cut off with approx. 5 vertical feet of the tree trunk remaining. She believes this is sending a bad visual message in the City. Paul Crane will investigate this specific instance to see if it was cut by Public Works.

Cindy Dirksen, Madison-Morgan area resident, shared that she has experienced difficulties in understanding when decisions are made that impact her area. Cindy asked if the City purchased more land in the area. Bob stated that the City purchased the small sliver of property next to Madison-Morgan Park. The design for this park is preliminarily completed and the City is in the process of setting up a virtual meeting to discuss this plan. This preliminary plan is based on previous discussions with the neighborhood. Tina and Cindy look forward to this meeting.

Mariane Robinson, Colby Avenue resident, will discuss her comments during the Colby Tree presentation section of the agenda.

#### **Tree Committee Staff Report: Paul Crane**

The Board reviewed the April 5<sup>th</sup> Public Works Tree Report. Katrina had previously requested clarification regarding Public Works' tree planting program. Public Works is not currently planting trees in the right of way because of budget and staffing constraints. Public Works will continue to plant mitigation trees in place of hazard trees that must be removed. This replanting is still at a rate of 2:1. Laura inquired about the accuracy of the listed amounts in the Tree Report. Paul explained to the Board that the City Arborist can survey public trees to see if they need to be removed but neither Public Works nor Parks deal with privately owned trees.

#### **Colby Tree Plan**

Kimberly shared a detailed PowerPoint presentation regarding the City's plan for the trees on Colby Avenue. This presentation outlined the assessment of the Colby trees, recommended replacement species, and decision-making triggers. Board members shared their appreciation for this presentation and commented that this hard work created a great foundation for work to be done in this area. Mariane Robinson expressed her gratitude for this tree plan. She believes that there are more people who would be supportive of the removal of the trees than not. Katrina believes that this plan is an incredible map to the future. She agrees with the replacement tree selections, with the elms being the minority. Linda War Bonnet believes that the process outlined in the presentation will assist with community understanding of the plan. She suggested stockpiling money for tree replacement by section. Linda also inquired about the possibility of grant funding for this type of project.

Kimberly explained that there is currently 150 feet of open space where only one tree would need to be removed and inquired about moving forward with the removal and replanting of this section. The Board unanimously agreed to move forward with community discussions to begin the process of implementing this plan for this ½ block section. Laura discussed the possibility of distributing the wood from the tree/future trees to local organizations. Kimberly will investigate the path of the wood after it is removed and provide a response to Cindy.

**Public Records Act/Open Public Meetings Act:**

Board members watched the Public Records Act/Open Public Meetings Act regulations video created by City Attorney Ramsey Ramerman. Bob reiterated that Board members should not be meeting in private or communicating behind the scenes about Board related items. All discussions need to happen in an open forum. Board members commented that the video was a good review of policy.

**Project Updates – Chris Lark**

Chris Lark, Capital Projects Coordinator, shared current City projects and respective progress with the Board. He reviewed the list contained in the packet and highlighted the below listed projects.

- Phil Johnson Ballfields – Irrigation/landscape complete.
- Legion Sport Court Renovation – Work will reconvene in May.
- Forest Park Sport Court Renovation – Work will reconvene in May.
  - Administration is planning a formal reopening ceremony of this area which will include an official opening of the sport courts and the playground in June. Bob will send out messaging regarding this ceremony when more is known.
- Garfield Park Pathways – Work will begin June 7<sup>th</sup>.
- Emma Yule Park – Construction documents signed/permits issued. Work will begin soon.
- Howarth Park Playground – Neighborhood outreach May 18<sup>th</sup>.
- Doyle Park – 3<sup>rd</sup> Neighborhood meeting will be held to discuss the sidewalk and playground.
- Rotary Park – Permits received. Work will begin later this year.
- Madison Morgan Park – Chris will connect with Cory to determine the best course of action in meeting with the residents of this area.
- Silver Lake Trail – A revised trail alignment was presented at the last neighborhood meeting in March.
- Thornton A. Sullivan – Playground will be discussed at the May neighborhood meeting.
  - Linda requested that invitations for this project be distributed to a broader range of neighborhood groups who utilize this area.

**Meeting Adjourned: 6:29P.M.**

**Next Meeting: June 1<sup>st</sup>, 2021.**

Respectfully Submitted

Emily Young

Administrative Coordinator

City of Everett Parks and Facilities

**Parks Tree  
Report - May  
2021**

Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH
Landscape	Rucker Ave	Hinckl Cedar	Crowding			1	1	1	0
Median	Rucker Ave	Armstrong Maple	Vehicle collision	1			1	1	0
Forest	Johnston-Kelly/ Basswood DR	Red Alder	Dead	2			2	2	2

				# Month	3	1	4	4	2
				# YTD	19	5	23	20	20

**Planting (All Plantings including Street Trees)**

Category	Location	Type of Tree Planted	Deciduous	Evergreen	# Requested	# Planted
Median	Rucker Ave	Armstrong Maple	1		1	1
Median	Rucker Ave	Weeping Cedar		1	1	1
Forest	Forest Park	Doug Fir, Grand Fir, Vine				
	Forest Park	Maple, Western Red Cedar	2	6	8	8
Landscape	Forest Park	Weeping Cedar		1	1	1
		# Month	3	8	11	11
		# YTD	18	40	43	58

**Maintenance**

Category	Location	# This Month	# YTD
Structural Pruning	Johnston-Kelly/Basswood DR	1	50
Trimming for Line of View Corridor	Everett Station	21	77
Trimming	Langus	6	6
Service Requests	4611 Basswood DR, 4813 Forest DR	2	3
Limb Debris Removal	Rotary	2	15
Stump Removal			0
Door Hangers			0

**Other Notes:**  
 This report only covers public right of way and city property. The City does not track tree work on private property  
 Parks and Public Works will use the same document, but track separately  
 At the end of 2021, we can combine Parks and Public Works data and present Park Board with collective totals  
 Goal of this report is to track significant tree removal and new plantings with the goal of growing the total tree count over time  
 Removals and plantings get reported in the calendar month they are either removed or planted  
 Trees will not be tracked by neighborhood or district at this time, but a location is provided if we need to move to this format in the future  
 Removed the rolling 12 month totals, as we felt enough data was captured in the monthly and YTD numbers

# Public Works Tree Report

**DISTRIBUTED**  
05/05/2021

April 2021

Regional									
Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH
Public Safety	Hardensson Rd	Cottonwood	Buckling Sidewalk	X		64	0	64	25
Hazardous	NONE						7	87	38
Windstorm	NONE								

# **PARKS ADMINISTRATION, PROJECT, PROGRAMS AND MAINTENANCE UPDATES – LOOKING AHEAD**

**June 1, 2021**

## **Current Projects:**

- **Legion Sport Court Renovation**
  - Received grant agreement with Recreation Conservation Office (RCO)
  - Design and details being reviewed
  - Quote for work being solicited through King County Directors Association (KCDA)
  - Quote for work being solicited through Job Order Contract (JOC)
  - Council Funding Ordinance 3734-20 Approved, Effective Date 4/01/2020
  - JOC Contract with FORMA Construction signed 07-02-2020
  - Work started – August 17
  - Work is 75% complete – September 30
  - Work delayed due to weather; anticipated restart of construction is May 2021.
- **Forest Park Sport Courts Renovation**
  - Received grant agreement with Recreation Conservation Office (RCO)
  - Design and details being reviewed
  - Quote for work being solicited through King County Directors Association (KCDA)
  - Quote for work being solicited through Job Order Contract (JOC)
  - Council Funding Ordinance 3733-20 Approved, Effective Date 4/01/2020
  - JOC Contract with FORMA Construction signed 06-26-2020
  - Work scheduled to start in early September
  - Work started on September 8th
  - Work is 40% complete - September 30
  - Work is 50% complete – October 30
  - Work delayed due to weather; anticipated restart of construction is May 2021
- **Garfield Pathways and Basketball Court (CIP-3 Funding)**
  - Plans and specifications complete
  - Awaiting purchasing approval to go out to bid
  - Scope: Overlay asphalt paths; create two connecting paths to two shelters, sealcoat and stripe basketball courts
  - Bids Opened 08-20-2020
  - Funding Ordinance adopted by Council on September 23, 2020
  - Work to start in October
  - Work delayed due to weather; anticipated start of construction is June 7, 2021.
- **Emma Yule Park (CIP-3 Funding)**
  - Staff is working on construction documents
  - Hearing Examiner Scheduled for December 19<sup>th</sup>
  - Initial layout of playground complete
  - Anticipate soliciting bids by the end of the year
  - Project was out for bid in May 2020, first the bid was delayed and then the bid was pulled
  - Applied for a grant from Recreation Conservation Office (RCO) in July – should know preliminary ranking in November
  - Anticipate project will be bid again in December 2020



- 90% design completed. Draft Permit applications completed for City review and signature.
- Construction anticipated to begin in early 2021
- Call for Bids – Council Agenda December 2.
- Project has been advertised for bid and posted at the Builder's Exchange plan center. Bids are scheduled to be opened on Tuesday, February 2<sup>nd</sup>.
- Bids were opened on February 2<sup>nd</sup> with 10 bids received. RRJ Contractors was lowest responsive and responsible bid.
- Funding Ordinance and Bid Award was approved by City Council on March 10<sup>th</sup>.
- The construction contracts have been signed and the permit has been issued.
- **Construction started on April 26, 2021.**
- **Howarth Park Playground**
  - Working on request for designs and costs – King County Directors Association (KCDA)
  - Upper area Conceptual Site Plan presented at the November 17 neighborhood meeting.
  - Design and costs are anticipated in March 2021.
  - Recommended playground designs were presented to the neighborhood **on May 18<sup>th</sup>.**
- **Howarth Sport Court Renovations**
  - Received grant agreement with Recreation Conservation Office (RCO)
  - Design and details being reviewed
  - Quote for work being solicited through King County Directors Association (KCDA)
  - On hold pending design considerations
  - Parks will initiate public outreach to seek comments on this project and other projects, tentatively scheduled for October 20<sup>th</sup>
  - Howarth Park upper area is in design development based on comments generated at the October 20 neighborhood meeting.
  - Upper area Conceptual Site Plan presented at the November 17 neighborhood meeting.
  - Quote for work being solicited through King County Directors Association (KCDA)
  - Anticipated start of construction is spring 2021.
  - The construction of the sport court has changed to a concrete slab overlay and a quote for the work is being solicited through JOC Contractor. The renovation of the upper parking lot will be included in the scope of work and quote.
  - **The CIP-3 financial model has been revised to capture the increased cost of the project.**
- **Doyle Park Playground**
  - Working on request for designs and costs – King County Directors Association (KCDA)
  - Anticipate neighborhood outreach for sidewalk renovation and playground replacement plans in March.
  - A neighborhood meeting was held on March 11<sup>th</sup>.
  - A neighborhood meeting is planned for April to show designs for the playground and a sidewalk and tree renovation plan.
  - A neighborhood meeting **was held on May 10<sup>th</sup>** to further develop the designs for the playground, sidewalk, and tree renovation plan.
- **Rotary Park Boat Launch Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - PSA with engineering firm for design, permitting, etc. being routed for signature
  - 60% design completed. Draft Permit applications completed for City review and signature.
  - The LED parking lot lighting is complete.



- Waiting for Federal Corps of Engineers permit.
- The City has received the Corps of Engineers permit.
- **Lowell Riverfront Off Leash Area** (Snohomish County funding)
  - An initial scope has been developed
  - Working on the permits necessary for the project
  - Interlocal agreement with Snohomish County for funding has been signed.
  - Working on Professional Services Agreement (PSA) for Biologic Assessment
  - Biologic Assessment complete
  - Shoreline Substantial Development Permit Approval 06-22-2020
  - Project timeline to be determined
  - JOC walk thru to determine scope of work on December 4, 2020
  - Permit documents to be submitted early 2021.
  - Anticipated start of construction is spring 2021.
  - The quote from the Job Order Contractor exceeded the project budget. The project delivery method will shift to a Small Works Roster competitive bid.
- **Madison-Morgan Improvements** (CIP-3 Funding)
  - House repairs to prepare for rental opportunity/eyes on the park
    - Staff are working remodel
  - Staff attended neighborhood meeting in March
  - Revising site drawings based on neighborhood input
  - Met with neighborhood in April
  - Funding for purchase (Conservation Futures) requires property be used as natural open space and native vegetation. Neighborhood supports this.
  - Neighbor has agreed to sell property to the City
  - Conservation Futures grant will fund the acquisition of the property
    - Property agreement has been signed
    - Waiting for sale of property to close
    - Started asbestos survey contract and small works bid to demolish the residence on the newly acquired Conservation Grant property
  - Park improvement timeline to be determined.
  - A scope of work and quote for the work is being solicited through JOC Contractor.
  - A presentation to the neighborhood is planned for June 3<sup>rd</sup>.
- **Eclipse Mill Park**
  - Staff is working with Public Works and Shelter refining the original design.
  - Shelter Development, LLC will be constructing the upland park amenities as part of the development agreement
  - Working on Request for Qualification for an engineer to provide design, construction documents, bidding and permit procurement, and construction administration for riverbank stabilization and in-water amenities.
  - The Request for Qualifications for engineering services has been posted and submittals are due on May 25<sup>th</sup>.
- **Silver Lake Trail**
  - Have applied for the following grant: Silver Lake Trail (TA Sullivan) - Washington State Recreation & Conservation Office, Washington Wildlife & Recreation Program (WWRP) – Trails, for trail development through the park

- Should know preliminary ranking of grant in November.
- Parks initiated a project kick off meeting with Public Works.
- Project schedule to be determined
- Preliminary design presented at neighborhood meeting on November 17, 2020.
- A property survey was completed in December to support the design development of the trail.
- City staff continue to look into the comments and concerns expressed by our citizens. The City continues to perform their due diligence regarding these concerns. We hope to hold another public meeting as soon as we have additional information to share.
- A neighborhood meeting is scheduled for March 30.
- A neighborhood meeting was held on March 30. A revised trail alignment was presented along with design options for Silver Lake Road.
- **TA Sullivan Park Playground**
  - A kick-off meeting with the community is planned for June.

#### **Future Projects:**

- **Edgewater Park Renovation**
  - Public Works will hold an online open house from July 17<sup>th</sup> through August 30<sup>th</sup> pertaining to the bridge renovation along Mukilteo Blvd. at Edgewater Creek. There will be a live webinar scheduled for the evening of the August 25<sup>th</sup>. The open house site and webinar will feature a page about upcoming public outreach pertaining to the redesign of Edgewater Park.
  - A property survey has been initiated to support the park renovation design.
  - Design efforts have begun for the new sport court location. Neighborhood outreach to follow.
  - The 60% Construction drawings for the bridge replacement were submitted to Parks for review. During bridge construction the area south of the sport court will be demolished and out of service. Park renovation will follow bridge construction.